

WYBC-THE YALE BROADCASTING COMPANY

PROGRAM DEPARTMENT

March 29, 1948

STATION BROADCASTING PROCEDURE

ATTENTION: ALL SUPERVISORS, ANNOUNCERS, MONITORS,
YAWN CLUBBERS, STARDUSTERS, & HEELERS.

IT IS DESIRED THAT THE FOLLOWING PROCEDURES BE STUDIED
AND STRICTLY ADHERED TO BY ALL CONCERNED.

SIGN ON AND SIGN OFF: The National Anthem will be played at each Sign on and Sign off and the correct published continuity read. With the signing on for Yawn Club, Heeler's Hacktime and other times on the hour for which the time tone sounds (with the exception of the Sunday afternoon schedule), the transmitter should be on, allow the time tone to sound, and follow immediately with the National Anthem and continuity. Likewise when signing off on the hour, regular program will be taken out with the theme; then allow time tone to sound, announce the time, and proceed to read continuity for sign off, followed by the National Anthem.

THEMES: Themes will be used for programs for which they are scheduled and will occur at the beginning and end of each program. This applies to Yawn Clubs and Stardusts also. Playing time of each theme is listed on the record, and for variation purposes, at the end of the program, theme should be on turntable and playing so that it can be sequed in at proper time, and end completely at specified time; ie: 30 seconds before the quarter, half, or full hour. In other words the end of the theme record will be used where appropriate and feasible.

STATION BREAKS: The monitor is responsible for the accurate timing of all programs in conformity with the Program Log. The words "THIS IS THE YALE BROADCASTING COMPANY" will be the close out continuity on all programs. If there is a commercial between programs, old announcer will read it. Actual station break will then be performed by new announcer who will do next program--WITH THE EXCEPTION OF REMOTES, when the studio announcer will give the station break. The following station breaks are the only ones prescribed and consequently the only ones to be read:

YOUR DIAL IS SET AT 640, WYBC.

WYBC, 640 ON YOUR RADIO DIAL.

THIS IS THE VOICE OF THE YALE CAMPUS, WYBC.

YOU ARE TUNED TO 640, WYBC.

The station break will follow the time signal commercial, BUT WILL PRECEDE THE ACTUAL TIME TONE ON THE HOUR. STATION BREAK WILL BE OVER 5 SECONDS BEFORE THE HOUR, OR QUARTER OR HALF HOUR.

ANNOUNCERS: On such record programs as It's all Yours, 640 Music Room, Musical Matinee, Bandstand, etc., if practicable, one announcer will be employed for announcing records, and one for announcing commercials and spot plugs. No members or heelers qualified to announce will be permitted to "drop into the studio" to announce a commercial or one or two records. THERE WILL BE A CHANGE OF VOICE WITH THE NEW PROGRAM, COMMENCING WITH THE STATION BREAK (with the exception of remotes when studio announcer will give the break).

MONITORS: Monitors are responsible for the guidance of the announcer in so far as timing and production of the program. He should vary procedures for starting records on record programs. HE MUST ADHER STRICTLY TO PEAKS ON MUSIC AND VOICE--100 ON MUSIC, 80 ON VOICE. Proper balance and fading of themes are counterparts of a good monitor.

STUDIO PROCEDURE: Keep all hands off the microphone while it is live. Under no circumstances move it from one person to another while it is on the air; and if it is moved during a record, call the monitors attention to it. Studio "1" or the control room are not meeting rooms while the station is on the air. These rooms will be kept clear of all except authorized and pertinent personnel by the Supervisor of the day.

COMMERCIALS: Commercials scheduled between programs will be preceded by "THIS IS THE YALE BROADCASTING COMPANY" and separated from the following program after the commercial by the actual station break. NO COMMERCIAL OR SPOT PLUG OF ANY TYPE WILL BE AIRED UNLESS IT IS LISTED ON THE PROGRAM LOG BY THE PROGRAM DEPARTMENT OR HAS THE APPROVAL OF EITHER THE PROGRAM DIRECTOR OR ASSISTANT PROGRAM DIRECTORS.

SPOT PLUGS: The Public Relations Department provides each day a number of program spot plugs to be aired. These will be read as often as feasible, and their air times listed by the announcers on the bottom of the plug in the space provided.

NEW PROGRAMS AND COMMERCIALS: One week's clearance time is required by this department for all new programs and 48 hours clearance time for new commercials to be aired. All commercials, spot plugs, non-commercial spot announcements, programs, etc., are subject to final approval by the Program Department.

REMOTES: Remote program starting cue will be the station break. Remote engineer will then wait five seconds before starting his program. On all network programs and series broadcasts, special instructions and continuity will be provided by the Program Director to all personnel and stations involved.

SUPERVISORS: Supervisors and their Assistants are in complete charge of the broadcasting for the day, except for instructions from the Program Department from either the Program Director, one of the Assistant Program Directors, or member of the Program Department office staff. Supervisors are responsible for all duties listed and contained in separate directives and in summary form as follows:

- Assignment of shifts for announcers and monitors

- Assignment of studios for use

- Setting up of studio and placement of all microphones for use

- Checking of all mikes before each program

- Proper signing and execution of program logs and directives

- Execution of Daily Supervisor's Report and daily confidential announcing and monitoring reports

- Appearance of all studios and offices between the hours of 4:15 and 12:30 P.M.

- In general the carrying out of all station and broadcasting procedures.

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GENERAL: No guests or interviews will be conducted on any program without the clearance of the Program Department. The daily Supervisor is not the clearing personage in these cases--only the Program Director or one of the assistant program directors. All procedures for individual programs such as Yawn Club and Stardust are set forth in separate instructions, and those assigned to such programs are responsible for their accomplishment.

DAVID H.Z. JOHNSTON
Program Director

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DAVID H. E. JOHNSON
Program Director